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UNITED STATES DEPARTMENT OF AGRICULTURE.

OFFICE OF EXPERIMENT STATIONS.

CIRCULAR No. 4.

MEMORANDUM FOR STATION REPORTS.

FEBRUARY 12, 1889.

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WASHINGTON, D. C., *February* 12, 1889.

SIR: The late convention of the Association of Agricultural Colleges and Experiment Stations, at Knoxville, called for reports from the several colleges and stations in accordance with the article of the constitution of the Association, which reads:

"It shall be the duty of each institution included in this association to present, at each regularly called meeting, a brief report of the work and progress of said institution, and such report shall be called for in the regular order of business."

Few of the gentlemen had prepared reports, and not all had opportunity to present what they had to say. It was agreed that the stenographic report of the statements made should be sent by this office to the representatives of the colleges and stations for revision, and that reports for the institutions not represented and for those prevented by press of other business from reporting should be prepared by the institutions and printed with the rest.

The proceedings are to be edited by co-operation with the executive committee of the Association and published by this office. In order to hasten this publication it has been thought best to reserve these reports for a separate bulletin of this office.

The following schedule includes topics of interest regarding the stations, suggested by the reports at hand. Accounts of the organization of the several colleges and stations, which have already been prepared here for the report for the forthcoming Paris Exposition and revised by the officers of the several institutions, include the information under topics (1)—(5), except the items indicated by asterisks. The topics numbered (6), (7), and (8) in this schedule are the ones especially called for both by the clause of the constitution above quoted and in frequent discussions at the meetings.

The topics numbered (9), (10), and (11) are, at the same time, important. The experiment stations, in the several States and collectively, will be judged by their results. It is important that these results be known. One object of this office is to make them more widely known, to collate information as to what is done in the several States, put it into concise form, and give it general circulation, so that the work of each station may be made as useful as possible to the whole country. The advantage of this both to the public and to the station enterprise needs no argument. But

the task is a large one. Each station knows best what it is doing and how it is helping the interests of its section and of the country. If each will make the brief statements requested it will greatly help those in charge of the work here, not only in the present exigency but in planning for the future.

With these facts in mind, will you kindly prepare such statements as you wish to have appear from your station and forward them promptly in the enclosed envelope?

Pardon the repetition of the request that this be done at the earliest practicable moment.

Very respectfully,

W. O. ATWATER,
Director.

MEMORANDUM OF ITEMS FOR STATION REPORTS.

(1.) *Legal name of station.*

Legal name, location, and post office of college or other institution with which the station is connected. Full name and title of chief officer of the university or college. Relation between university or college and station.
Location and post office of station.
Full name and titles of director.
*Legal names of sub-stations. Locations and post offices.
*Relations between stations and sub-stations.

(2.) *Organization.*

*Date of organization. Authority under which station was organized.
*Date of assent to Hatch act by legislature (or governor).
*Copy of acts of legislature organizing and reorganizing station.

(3.) *Governing board, etc. Division of duties. General relations.*

Legal name of board. Constitution. *Duties. *Times of meeting. *Methods of appointment, or election and terms of office of members.
Executive committee or station council. Constitution. *Duties. *Times of meeting.
*Division of station into departments, sections, etc.
*Relation of such divisions to each other.
*Duties of director of station; of other officers.
*To what extent do instructors and students of university or college participate in work of station?
*Relations between stations and farmers' associations.

(4.) *Station staff.*

Full name, titles, and work of each officer.
*Do the officers give their entire time to the work of the station?
*If not, in what other work are they engaged, and to what extent?
*Salary of each officer, including regular perquisites.
*From what funds are the salaries paid, or any part of them?

(5.) *Annual revenue; sources and amounts.*

From endowment fund (sources and amounts) _____$
From the Treasury of the United States_____
From the treasury of the State _____
From the sale of farm products_____
From other sources (by name)_____

Total _____$

(6.) *Equipment.*

Buildings; name of each; brief description; value of each.
Laboratories. Value.
Cabinets. Value.
Apparatus (description of peculiar pieces). Value.
Library; number and classes of books. Value.
Shops and furnishings. Value.
Farm; area, value, soil, comparison with soil of different parts of the State, area used by station, divisions for experiments, etc.
Farm machinery and implements. Value.
Stock. Kinds, breeds, number, value.

(7.) *Experimental work.* (*The following classification of subjects is tentative only.*)

A. Scientific inquiry.
Physics of atmosphere, soil, and plants.
Chemistry of atmosphere; of soil; of manures; of plants, including constituents; of nutrition and growth; of animals, including compounds in animal body; of feeding stuffs; of dairy products; technical and analytical chemistry.
Physiology of plants and animals, including bacteriology, mycology, etc.
Botany, physiological and systematic.
Entomology.
Ornithology.
Zoology.
Other lines of scientific research.

B. More practical experimenting.
Meteorological observations. Relation of station to United States Signal Service.
Soils—characters, classification, tillage, drainage, irrigation.
Field experiments, manuring, rotation of crops, and other means for restoration and increase of fertility.
Culture and economy of different crops; grasses, forage crops, grains, roots, cotton, sugar-cane, sorghum, etc.
Horticulture. Floriculture.
Fruit culture; orchards and vineyards.
Forestry.
Seeds; identification and vitality.
Local adaptability of plants, fruits, etc.
Weeds and noxious plants, identification and eradication.
Breeding of domestic animals. Acclimation.

Feeding of animals:
a. Fodder materials; composition and nutritive value, special preparation, storage, ensilage, utilization of waste products.
b. Feeding standards; feeding for growth, work, fattening, milk, etc., fodder mixtures and rations.
c. Aviculture. Apiculture.
Diseases of animals; disinfection and inoculation.
Dairying, handling of milk, making of butter and cheese, etc.
Sugar making and other manufacture of products from plants and from animals.
Farm implements and machinery.

C. Methods and appliances.
Descriptions of buildings, apparatus, or other appliances, and of methods of experimenting peculiar to the station, which will be of special interest to workers elsewhere.
Co-operative work with farmers.

(8.) *Means adopted for publishing results and disseminating information.*
Reports, nature and scope; frequency; to whom made.
Bulletins, frequency; to whom sent; number of addresses in mailing-list.
Articles in newspapers and other periodicals.
Monographs.
Lectures; to whom given.
Institutes for farmers; frequency; methods of procedure.
Exhibits at fairs and elsewhere.
Visits from farmers and others.
Correspondence.
Student labor; number employed; kinds of work; average number of hours per week for each worker; rate of wages.

(9.) *Problems which demand attention of the station.*
Special local conditions and wants. What do the people of the State call for, and what needs is the station trying to meet?

(10.) *What the station has done and is trying to do, and how it is appreciated.*
Outline of work done before and since reorganization under Hatch act.
Catalogue of station publications.
Tendency of station work; scientific or practical; toward experimentation in special or local lines.
General influence of the Station on the agriculture of the State in which the station is located.
Views held by the agricultural, educational, and general public, and by the press, regarding the station.
Helps and hindrances to the efficiency of the station.

(11.) *Usefulness of the station.*
Work which has been particularly successful and useful.
Items to illustrate the value of the station to the farmer and the country, and to demonstrate the importance of the enterprise and the reasonability of its liberal support by the Government and people.
If the station is a new one, state plans for organization and work.

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